

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Police Auxiliary Officer	<u>Revision Date:</u>	04/15
			<u>EEO Category:</u>	Protective Services
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	36413

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Police Sergeant and/or Police Officer, provides a range of routine and emergency police services. Enforces criminal laws and county and city ordinances.

III. Essential Duties:

- Communicate effectively with merchants, businesses, and citizens identifying problem areas or concerns.
- Work with merchants, businesses, and citizens in solving problems within the community.
- Gather information through observation and public interaction. Articulate the information through written reports.
- Enforce local and state laws.
- Respond to telephone and walk-in complaints/calls for service under the direction of a Police Officer.
- Communicate effectively, in the English language, both verbally and in writing.
- Provide for protection and security of citizens through the application of appropriate arrest control techniques.
- Assist in the investigation of criminal offenses.
- Effectively utilize lethal and less-lethal weapons within departmental guidelines.
- Successfully interact with, and when necessary, control persons experiencing emotional, psychological or other disorders in a manner prescribed by Departmental Policy.

Specialty Assignments: Specialty assignments are generally for a fixed period of time or may be a day-to-day assignment.

Investigator

- Take and prepare case, accident and other official reports.
- Investigate criminal activity.
- Verify vehicle identification numbers and registrations, confirm compliance with fix-it citations and perform other checks and authorizations.
- Interview suspects and witnesses.
- Screen cases with the City Attorney and District Attorney.
- Testify as a witness in court.
- Perform telephone callbacks.
- Prepare fingerprints.
- Serve as a Court Bailiff on an as needed basis.

Court Bailiff

- Ensure that criminal defendants, who are in custody, are prevented from having physical contact with family, friends, or spectators in order to prevent the passing of weapons or contraband.
- Observe all persons entering the courtroom, their movement and their activities.
- Limit access to the bench and other restricted areas.
- Search the interior of the courtroom, judicial chambers, jury room, restrooms and other restricted areas each morning prior to the arrival of any other court participants. Conduct similar searches following any recesses to ensure the rooms are clear of weapons, explosives or contraband.
- Communicate effectively with defendants, court personnel, citizens and other people who use Sandy Justice Court services.
- Provide a sense of security to all court participants.
- Successfully interact with, and when necessary, control persons experiencing emotional, psychological or

- other disorders.
- Support and assist outside law enforcement agencies as requested by those agencies.

Desk Officer

- Investigate criminal activity.
- Prepare case, accident and other official reports.
- Verify vehicle identification numbers and registrations, confirm compliance with fix-it citations and perform routine checks and authorizations.
- Interview suspects and witnesses.
- Screen cases with City Attorney.
- Prepare fingerprints.
- Respond as initial officer to calls for service at City Hall and Justice Court building.
- Respond to other calls for service under the direction of a Police Officer.
- Serve as a Court Bailiff on an as needed basis.

IV. Marginal Duties:

- Make court appearances when necessary.
- Safely and effectively operate a police vehicle according to departmental and EVO policy (skills course only).
- Perform other duties as assigned.

V. Qualifications:

Must pass P.O.S.T. exam with a score of 80% or better overall. Must be able to type at least 30 wpm, type test required. Utah State Statute requires that a peace officer:

- Must be a United States citizen;
- Must be at least 21 years of age at the time of appointment as a peace officer;
- May not have been convicted of an offense involving dishonesty, unlawful sexual conduct or physical violence;
- May not have been convicted of the unlawful use, sale or possession of a controlled substance in the past five years;
- May not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary of this or another state;
- Must be a High School graduate or equivalent;
- Must demonstrate good moral character as determined by a background investigation; and
- Must be free of any physical, emotional or mental conditions that might affect adversely the performance of duty as a peace officer.

Certifications/Licenses: Must pass and maintain Utah POST certification. Requires a valid Utah Driver's License; must meet all mandatory certifications annually.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money and tools; great responsibility for decisions that affect the lives and well-being of others; use of sound judgement when deciding when to take police action and what situations warrant an arrest.

Communication Skills: Communicates effectively, in the English language, both verbally and in writing. Ability to effectively counsel, persuade and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively and argue persuasively, often under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative and legislative officials, press representatives, co-workers and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and

creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Regular use of a hand-held radio, two-way radio, office equipment including a computer, copy machine and firearms.

Analytical Ability: Great initiative and ingenuity is necessary; constant alertness to react to unexpected situations; collect and rapidly assimilate facts; organize, analyze and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. Working Conditions:

Physical Demands: Duties of job require moderate physical exertion; employee typically handles office equipment, objects or controls and police equipment; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may move up to 50 pounds. Constant attendance is required.

Work Environment: Great mental effort is required daily; great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime and deadlines. The noise level is usually moderate. Work assignments are broad and performed with little or no supervision or checking; work procedures are established, refer only unusual cases to supervisor; may include field work with exposure to all types of weather conditions as well as environmental and physical hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____